



Shonto Governing Board of Education, Inc. Policy Statement

SUBJECT: ADMINISTERING MEDICATIONS
POLICY NUMBER: JLCD
DATE OF ORIGINAL POLICY: 9/7/2007

EFFECTIVE DATE: 4/7/17
DATE OF NEXT REVIEW: 6/2020
DATED: 6/20/17

I. PHILOSOPHY STATEMENT:

The Shonto Governing Board recognizes the need to update and re-establish certain guidelines with respect to the administration of medications in school to students. There is tremendous potential for legal liability, and of more importance, to harming a student if proper procedures are not followed. Therefore, the Governing Board establishes the following policy:

II. POLICY STATEMENT:

It is the policy of the Shonto Governing Board that the procedures and guidelines outlined by the State of Arizona with regard to administering medications shall be followed.

III. EXCEPTIONS TO POLICY:

None.

IV. AMPLIFYING INSTRUCTIONS AND GUIDELINES:

A. Management of the Medication Administration Protocol.

The School Nurse shall be the supervisor of the medication administration protocol in the school.

B. Format for Administration of Non-Prescription Over the Counter Medication

The school district may establish and implement procedures that meet all legal requirements for administration during school hours of non-prescription medication provided by the parent or guardian. See ARS § 15-344 in this section.

C. Rationale

The School Nurse may administer non-prescription medication to students when necessary during school hours. The administration of non-prescription medication during school hours is provided as a service to enable students to remain in school and to maintain or improve health status

D. Structure Criteria

1. The parent or guardian shall be notified of the school district's policy for administration of non-prescription medication at school.
2. In order for the School Nurse to administer non-prescription medication, the following legal requirements shall be met.
 - a. The School Nurse shall explain the medication procedure/policy to the parent or guardian and the student involved.
 - b. The parent or guardian shall sign a Medication Consent Form requesting that the School



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Nurse administers the non-prescription medication during school hours. The parent(s) or guardian(s) request must be renewed annually.

- c. Non-prescription medications sent from home shall be in the original container with all warnings and directions intact and labeled with the student's name.
 - d. Upon receipt of non-prescription medication, the School Nurse shall:
 - Compare the container label with the Clinic or Hospital Active Medication List.
 - Assess appropriateness of the non-prescription medication to be administered.
 - Review age-appropriate dosage stated on container label
 - Count total number of pills or capsules in the container or note the total amount of liquid medication with the parent or guardian, if present, and document on the Student Progress Notes.
 - e. Medications shall be kept in a locked storage in the school health office.
 - f. Complete a weekly count of the entire supply of non-prescription medication and record on the Medication Administration Record. Notify the school administrator if a medication count is inaccurate.
 - g. A Medication Administration Record (MAR) shall be maintained for recording the administration of each non-prescription medication.
 - h. Verbal permission is acceptable for one day only. Signed consent shall be obtained.
 - i. Non-prescription medications shall not be given if requirements for the administration of medication are not met.
 - j. Reasonable efforts will be made to ensure that the student receives his/her non-prescription medication. If a student persistently skip medication doses, the parent will be notified. The School Nurse and school staff are encouraged to work with the student and family to solve problems of non-compliance.
3. Medication error:
- a. The individual who made the non-prescription medication error shall immediately notify the School Nurse and school administrator.
 - b. The individual shall complete an incident report and follow the school district policy.
4. Medication theft:
- a. If the medication cabinet is broken into potentially resulting in stolen medications, the police or local law enforcement shall be notified immediately.
 - b. Allow police or local law enforcement to conduct an investigation prior to School Health Nurse or Licensed School Nurse counting the medications and assessing the loss.
 - c. The parent(s) or guardian(s) shall be notified of the incident and requested to replenish the non-prescription medication supply.
5. Self-Administration of Non-Prescription Medication
- a. Necessity for self-administration of a non-prescription medication shall be determined by the student's physician and parent or guardian and must be verified by a signed physician's statement attached to the parent or guardian consent form, stating the specific medication and recommendation for use.
 - b. Non-prescription medication sent by the parent or guardian to be administered by the student must be kept by the student in the original manufacturer's packaging, with all directions, dosages, compound contents, and proportions clearly marked.



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- c. Protection of students: Use or administration of non-prescription medication on school premises may be disallowed or strictly limited if it is determined by the Superintendent, in consultation with the School Health Assistant and other school personnel, as appropriate, that a threat of abuse or misuse of the medication may pose a risk of harm to a member of the student population.
 6. In the absence of the School Nurse, including field trips, the school administrator shall designate other trained school personnel who may administer non-- prescription medication to the students (Exhibit 7). Designated personnel should receive in-service training from the School Nurse prior to providing such assistance.
 - a. The in-service training should include:
 1. Legal requirements
 2. Methods of administration
 3. Contraindications – possible signs and symptoms of adverse side effects, omissions and/or overdose.
 4. Proper handling and storage
 5. Record keeping
 6. Emergency procedures
 - b. Field Trips Guidelines:
 1. Non-prescription medication must be sent with the designee in the original non-prescription container.
 2. The School Nurse cannot transfer non-prescription medication to an envelope or another container. ARS § 32-1901, Definitions 21.
 3. Parent or guardian may provide a separate prescription labeled bottle with a supply of medication for field trips.
 4. Medication must be secured and transported by the designee (i.e., waist pack worn by designee).
 5. Designee must be trained to administer medication by the School Nurse.
 6. Trained Designee must document administration of prescription medication on the Medication Administration Record following the field trip.
- E. Process Criteria
The School Nurse shall:
1. Administer non-prescription medications to students as requested by the parent or guardian documenting on the Medication Administration Record. Follow the "Five Rights for Medication Administration":
 - a. Right Student
 - b. Right Medication
 - c. Right Dosage
 - d. Right Time
 - e. Right RouteIf a dose is not given, note the reason on the Student Progress Notes and notify the parent or guardian.
 2. Each administered dose of PRN non-prescription medication shall be documented on the Medication Administration Record and the student's log of health services, to include:
 - a. Date and time



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- b. Presenting complaint and nursing assessment
 - c. Treatment given; medication and dose given.
 - d. Nurse's observation of outcome (i.e., improved, returned to class, discontinued, etc.)
3. Be informed of possible side effects and dangerous drug combinations.
 4. Verify that the Medication Administration Record contains the signature and initials of all trained individuals administering the non-prescription medication. This provides a safeguard to ensure that all non-prescription medications are administered as requested.
 5. Counsel school personnel regarding the possible effects of the non-prescription medication on the student's intellectual, social and physical behavior.
 6. Review medication consent and record and assess student periodically. Make periodic notes on the Student Progress Notes regarding medication and outcome.
 7. Provide in-service training to school personnel designated to administer Non-prescription medication in the absence of the School Nurse.
 8. Provide parent or guardian with information about alternative interventions.
 9. Notify parent or guardian at close of the school year to pick up remaining supply of nonprescription medication. Medications not picked up by a specific date shall be handed over to I.H.S. for proper disposal. Disposal of non-prescription medication shall be recorded. Example: 6-2-03 - Returned Maalox elixer 3 ounces to Mrs. Brown for Suzy Brown. (Signature- Jane Jones, R.N.)
- F. Outcome Criteria
1. The administration of non-prescription medication during the school day enables the student to remain in school and to maintain or improve health status.
 2. The student will receive non-prescription medication as directed by the parent or guardian and/or attending physician.
- G. Nursing Process Format for Administration of Prescription Medication
- The school district shall establish and implement procedures that meet all legal requirements for administration during school hours of prescription medication provided by the parent or guardian. See ARS § 15-344 in this section.
- H. Rationale
- The School Health Assistant, Licensed School Nurse or other trained designated school personnel shall administer medication to students when required during school hours. The administration of medication during school hours is provided as a service to enable students to remain in school and to maintain or improve health status.
- I. Structure Criteria
1. The parent or guardian shall be notified of the school district's policy for administration of prescription medication at school.
 2. In order for the School Nurse to administer medication, the following legal requirements shall be met:
 - a. The medication(s) shall be prescribed by a licensed practitioner, such as an Arizona physician, registered nurse practitioner, physician's assistant or dentist, in conformance with ARS § 32-



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- 1901 and § 32-1921.
- b. The original prescription container shall serve as the doctor's order since the prescription is on file at the pharmacy.
 - c. The School Nurse shall explain the medication procedure/policy to the parent or guardian and the student involved.
 - d. The parent or guardian shall sign a Medication Consent Form requesting that the School Nurse to administer the medication during school hours (Exhibits 2A and 4A). The parent or guardian consent shall be renewed annually. It shall include the medication, directions for use, time to be given, and medication allergies. Newly signed consents shall be submitted if the regimen is changed. Protocol(s) and/or treatment plan(s) for the individual student must be reviewed with the parent or guardian. (i.e., insulin, rectal medications, etc.)
 - e. The medication shall be brought to school in its original container and labeled by the pharmacy with the student's name, medication, directions for use and prescriber's name and date of prescription.
 - f. Upon receipt of the medication the School Nurse shall:
 - Check the medication label against the signed consent. If there is a discrepancy, DO NOT ACCEPTS THE MEDICATION.
 - Count the total number of pills or capsules in the container or note the total amount of liquid medication with the parent or guardian, if present, and document on the Student Progress Notes.
 - g. Medications shall be kept in locked storage in the school health office.
 - h. Complete a weekly count of the entire supply of medication and record on the Student Progress Notes. Notify the school administrator if a medication count is inaccurate.
 - i. A Medication Administration Record shall be maintained for recording the administration of each medication (Exhibits 28, 2C, and 48).
 - j. Verbal permission is acceptable for one day only (reference local school board policy). A signed consent form shall be obtained,
 - k. Medications shall not be given if requirements for the administration of medication are not met.
 - l. Reasonable efforts will be made to ensure that the student receives his/her medication. If a student persistently skips medication doses, the parent will be notified. The school nurse and school staff are encouraged to work with the student and family to solve problems of non-compliance.
 - m. Written consent of the parent or guardian is required to communicate with the prescriber when necessary to do so.
3. Medication Error:
- a. The individual who made the medication error shall immediately notify the School Nurse and school administrator.
 - b. The individual shall complete an incident report and follow the school district protocol (Exhibit 9)
4. Medication Theft:
- a. If the medication cabinet is broken into potentially resulting in stolen medications, the police or local law enforcement shall be notified immediately.
 - b. Allow police or local law enforcement to conduct an investigation prior to
 - i. School Nurse counting the medications and assessing the loss.



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- c. The parent(s) or guardian(s) shall be notified of the incident and requested to replenish the medication supply.
5. Self-administration of medication:
 - a. When the prescriber feels it is necessary for the student to carry and self-administer a prescription medication, the prescriber shall provide written recommendations, to be attached to the signed parent consent form.
 - b. The parent or guardian must provide written permission on a medication consent form for the student to carry the medication on their person.
 - c. The medication must come in the prescription container labeled by the pharmacist.
 - d. Protection of students: Use or administration of medication on school premises may be disallowed or strictly limited if it is determined by the District Superintendent, in consultation with the School Nurse and other trained school personnel, as appropriate, that a threat of abuse or misuse of the medicine may pose a risk of harm to a member of the student population.
6. In the absence of the School Nurse, including field trips, the school Administrator shall designate other trained school personnel to administer medication to the student(s) (Exhibit 7). Trained designated personnel should receive in-service training from the School Nurse prior to providing such assistance (Exhibits 8 A, B, C, and D).
 - a. The in-service training should include:
 1. Legal requirements
 2. Methods of basic medication administration
 3. Contraindications - possible signs and symptoms of adverse side effects, omissions and/or overdose.
 4. Proper handling and storage
 5. Record keeping (Documentation)
 6. Emergency procedures
 - b. Field Trip Guidelines:
 1. Medication must be sent with the designee in the original prescription container.
 2. The School Nurse cannot transfer medication to an envelope or another container. ARS § 32-1901, Definitions 21.
 3. Parent or guardian may provide a separate prescription labeled bottle with a supply of medication for field trips.
 4. Medication must be secured and transported by the designee (i.e., waist pack worn by designee).
 5. Designee must be trained to administer medication by the School Nurse.
 6. Designee must document administration of prescription medication on the Medication Administration Record following the field trip.

J. Process Criteria

The School Nurse shall:

1. Administer medications to students as ordered by the prescriber and requested by the parent or guardian documenting on the Medication Administration Record. Follow the "Five Rights for Medication Administration":
 - i. Right Student
 - ii. Right Medication



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iii. Right Dosage

v. Right Route

iv. Right Time

If a dose of medication is not given, note the reason on the Student Progress Notes and notify parent or guardian.

2. Each administered dose of prescription medication shall be documented on the Medication Administration Record and the Student Progress Notes, to include:
 - a. Date and time.
 - b. Presenting complaint and nursing assessment.
 - c. Treatment given; medication and dose given.
 - d. Nurse's observation of outcome (i.e., improved, returned to class, etc.).
3. Be informed of possible side effects of the medication, the contraindications for administration of the medication, and dangerous drug combinations.
4. Verify that the Medication Administration Record contains the signature and initials of all individuals administering medications. This provides a safeguard to ensure that all medications are administered as prescribed.
5. Counsel school personnel regarding the possible effects of the medication on the student's intellectual, social and physical behavior.
6. Review medication consent and record and assess student periodically. Make periodic notes on the Student Progress Notes regarding medication. Example: 12-2-02- Ritalin 5 mg given before lunch as ordered. Teacher reports longer attention span this month. She and Mrs. Black report they are pleased with Steve's progress. (Signature- Jane Jones, RN.)
7. Provide in-service training to school personnel designated to administer medication in the absence of the School Health Assistant.
8. Notify the parent or guardian at the close of the school year to pick up the remaining supply of medication. Medications not picked up by a specific date shall be taken to I.H.S. for proper disposal. Disposal of prescription medication shall be recorded. Example: 5-28-03 - Returned Maalox elixir of 3 ounces to Mrs. Brown for Suzy Brown. (Signature - Jane Jones, RN.)

K. Outcome Criteria

1. The administration of medication during the school day enables the student to remain in the school and maintain or improve health status.
2. The student shall receive medication as prescribed by the prescriber.
3. Trained school personnel shall demonstrate the increased knowledge of the disease process and possible side effects of the medication on the student's interests.

V. DELEGATION OF AUTHORITY:

- A. The Superintendent of Schools is directly responsible for communicating this policy to all appropriate parties and enforcing its provisions.
- B. The School Nurse is expected to thoroughly know and comply with the provisions of this policy.

VI. REPORTS:



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None.

VII. FORMS:

1. Parental Consent for Administering Non Prescription Over-the-Counter Medication at School
2. Physician's Consent for Administration of Prescription Medication at School
3. Physician's Consent for Self-Administration of Prescription Medication at School
4. Trained Designees to Administer Medication to Students in the Absence of the School Health Assistant.
5. In-service Training for School Personnel Giving Medication in the Absence of the School Health Assistant
6. Medication Administration Error- Incident Report
7. Medication Log

VIII. EXPIRATION DATE:

This policy will not expire, but will be up for review three (3) years after its acceptance.

IX. SIGNATURE BLOCK:


Submitted by: Lemual B. Adson Date: 4/7/17
Superintendent

1st Reading: April 7, 2017

2nd Reading: May 11, 2017

3rd Reading: June 20, 2017

Established:



Martha Tate, President,
Shonto Governing Board of Education, Inc.